

PRINCIPAL SUBSTANCE ABUSE COUNSELOR

DEFINITION: Under direction, performs professional counseling work of considerable difficulty in providing intensive and comprehensive substance abuse and mental health assessment of patients; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Determines appropriate counseling techniques such as traditional healing therapy, psychotherapy, group therapy, family therapy, etc. to meet the treatment and prognostic needs of patient; implements appropriate treatment modalities to help patient and family work toward a healthy functioning family; establishes with patient immediate and long-term goals, objectives and procedures.

Monitors patient care through case management principles; provides appropriate crisis intervention; maintains case records in accordance with substance abuse and mental health standards; maintains written documentation of treatment activities.

Arranges transportation for patient and their families to residential treatment centers; participates in case consultation with clinical/medical staff; promotes patient advocacy to appropriate resources based on the needs of the patient; participates in Clinical Utilization Review meetings and other case staffing; attends meetings and training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the 12 core functions of counseling substance abuse patients.

Knowledge of the principles and practices of the counseling profession.

Knowledge of traditional behavioral techniques used in diagnosing patient problems.

Knowledge of social and legal issues involved in substance abuse.

Knowledge of applicable Navajo Nation, federal, state and local laws statutes, ordinances, rules, regulations, policies and procedures

Skill in establishing and maintaining confidential records.

Skill in selecting appropriate counseling methods such as traditional healing therapy, psychotherapy, family therapy, etc.

Skill in communicating effectively in both oral and written form.

Skill in interacting with clients from various social, economic, cultural, spiritual, and psychological backgrounds.

Skill in developing and implementing therapeutic techniques for substance abuse patients.

Ability to use computers.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves minimum physical effort interacting with clients in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Chemical Dependency, Behavioral Health, Counseling or related field; and two (2) years of clinical counseling experience.

THE NAVAJO NATION

Class Code: 3730
Community Education and Counseling Series
Substance Abuse Counselor Group
Overtime Code: Exempt
Pay Grade: 65

PRINCIPAL SUBSTANCE ABUSE COUNSELOR

PREFERRED QUALIFICATIONS:

- Two (2) years of Clinical Counseling experience.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Must possess a valid State or National Counseling License in Chemical Addiction.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.